

Editor also marks the first mention of each figure and table to assist the printer in developing the page proofs. The Editor's marked galleys are conveyed to the printer. The Editor also determines whether corrections are the result of author errors or changes, editing mistakes (Editor errors), or printing/typesetting errors; these determinations are indicated to the printer so that appropriate billing can occur.

The Associate Editor for Resumen will copy edit the galleys of Spanish language abstracts, return them directly to the printer, and examine the final page proofs to assure accuracy. The Editor will monitor this process.

FINAL PAGE PROOFS: These are the proofs that resemble the final issue. The Editor is responsible for determining that corrections indicated on the galleys are accurate. The Editor makes a final check for accuracy of the "Table of Contents", running heads, and article titles. The Editor checks for continuity of text after the insertion of pagination, tables, and figures.

JOURNAL PRODUCTION: The Editor will assemble and convey to the printer all journal articles and other matter in a timely fashion to assure that production schedules are met. The Editor will closely monitor the activities of the printer and work with the printing firm to assure timely production of the journal.

JOURNAL FINANCES: The Editor will consult with the Business Manager and printer and will make annual recommendations to the Executive Committee regarding page charges and other matters relating to the finances of the Journal. The Editor will annually solicit a bid or bids for production of the journal and for billing and collecting charges to authors. This bid also will contain the proposed reprint charges. The Editor will present bids and his/her recommendations to the Executive Committee at the last meeting of the calendar year (usually October).

WAIVERS OF PAGES CHARGES: It has been past practice for the Executive Committee to authorize the Editor to exercise his/her judgment in reducing or waiving page charges for authors that indicate a need. The annual amount of such waivers is determined by the Executive Committee and calculated in terms of the printer's charges to the Society, not page charges. The Society does not waive or reduce reprint charges as these are a business transaction directly between the author and the printer.

OTHER JOURNAL-RELATED BUSINESS: In general, business-related functions are the responsibility of the Business Manager appointed by the Executive Committee. However, these functions will be facilitated by the Editor whenever appropriate. Usually, these relate to requests for permission to use material from the journal, matters related to the activities of abstracting agencies and agencies that catalog journals, and requests for journal exchanges.



DUTIES OF ASSOCIATE EDITORS

Associate Editors are appointed by the Editor (subject to approval of the Executive Committee) for a term of two years. There is no limit to the number of terms that may be served. Associate Editors represent the disciplines covered by the journal. Ideally, they should know their subject in depth, but not be narrowly confined to one topic. The golden rule of Associate Editors should be to work with authors, not against them.

Associate Editors are the primary scientific editors for the journal. In all but extraordinary cases, they are the arbiters of papers assigned to them by the Editor. They will process each assigned manuscript in a timely fashion.

Associate Editors will critically read each assigned manuscript and seek appropriate reviews from peers. The main function of referees is to advise editors — not decide for them — whether papers are suitable for publication.

With the assistance of peer comments, Associate Editors dispassionately determine the scientific merit of each paper and assist authors with the clear, grammatical, and accurate presentation of scientific information. Each Associate Editor must exercise common sense in revising the language and structure of papers.

Secondarily, the Associate Editors assist the Editor in assuring that papers conform to a consistent form and style.

Each Associate Editor is responsible for developing a system for tracking all assigned manuscripts and reporting their status to the Editor or authors when requested.

Associate Editors will forward to the Editor one printed copy of each manuscript recommended for acceptance, together with an identical copy on computer diskette. The Associates will retain, until it is published, one copy of each accepted manuscript and the associated peer reviews. The Editor is the final arbiter and also assigns papers to particular issues; therefore, he/she informs the author that the manuscript has been accepted.

Associate Editors will immediately inform the author and the Editor when they have rejected a paper. The letter to the author should be dispassionate and clearly state the reasons for rejection. Such letters should be gentle, firm, and instructional.

Associate Editors shall retain all peer reviews and other correspondence regarding a rejected manuscript for one year to facilitate an appeal. Copies of the peer reviews are not to be sent to the Editor unless requested.

An Associate Editor may conditionally reject a manuscript and instruct the author to resubmit a subsequent draft directly to him/her.

Each Associate will determine those resources needed to perform assigned duties and will seek approval from the Editor for expenditures.

The abstracts for all articles are sent to the Associate Editor for Spanish language abstracts (Resumen) who will develop an accurate Spanish translation of each abstract. After consulting with the Editor, this Associate Editor will work directly with the printer in processing the galleys and final page proofs of the Resumen.

Papers for consideration as a symposium are submitted to the Editor through an organizer or convener. Symposium papers are processed through an assigned Associate Editor who will, after consultation with the Editor, develop a system for peer review and revision suitable to each symposium. This Associate is the arbiter of all papers and may selectively accept or reject articles within a symposium. It is expected that the Associate will work closely with the organizer or convener throughout this process. Symposium organizers are expected to provide any extraordinary support for the editing or processing of manuscripts.

The Associate Editor for Book Reviews will receive books and other matter from the Editor and also will solicit material for review. After consultation with the Editor, the Associate will set parameters for acceptable reviews. He/she will select appropriate reviewers and will edit the reviews obtained before forwarding them to the Editor.